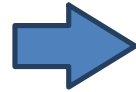


# Davis School for Independent Study Secondary Student Enrollment Process 2<sup>nd</sup> & 4<sup>th</sup> Week of the Month

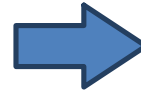
**STEP ONE:** Counselors  
send names to Marvie  
for info mtg. list



**Monday 4:45-5:30 pm**  
Info meeting with families  
(Marvie/Kim/Rotating Teacher)  
  
Marvie to have history-incl.  
Transcript, Behavior, STAR  
  
Hand out Applications  
  
Assign Reading Test appt for  
Tuesday if needed  
  
**(If on IEP): Set up mtg w/case  
manager from sending school**



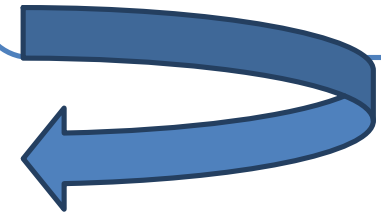
**Tuesday**  
  
Reading Test  
(if FBB/BB; F  
grades)  
  
Parent mtg.  
attendance to  
counselors



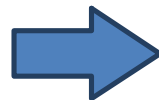
**Wednesday  
by 4:00 pm**  
  
Application  
due to DSIS  
school  
secretary



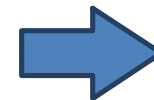
**Thursday**  
  
Paper Screening Team (12 pm)  
  
Marvie calls students/parents/  
counselor for Fri/Mon. appt.



**Friday/Monday**  
  
Marvie meets with  
Students/Referring School  
Counselor @ Home Site for  
scheduling



**Wednesday 4:00pm**  
  
ALL PAPERWORK DUE to DSIS  
Signed M/A , completed  
enrollment packet, withdrawal  
form from departing school  
  
On-Site Essay (All Students)  
completed prior to 4 pm



**Thursday onward**  
  
Master Agreements to Teachers'  
boxes  
  
Teachers begin setting  
appointments with students

<b>Parent/Student Info Mtgs. 2<sup>nd</sup> &amp; 4<sup>th</sup> Mondays 4:45-5:30</b>	<b>Paper Screening Team 2<sup>nd</sup> &amp; 4<sup>th</sup> Thursdays</b>	<b>Counselor Mtgs at Sites Mondays/Fridays</b>	<b>Paperwork to Lori 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesdays 4 pm</b>
Aug. 23 (Orientation for new students)	Aug. 17 (Wed.)	Aug. 19 & 22	Aug. 22 (Mon.)
Aug. 29	Sept. 1	Sept. 2 & 6 (Monday holiday)	Sept. 7
Sept. 12	Sept. 15	Sept. 16 & 19	Sept. 21
Sept. 26	Sept. 29	Sept. 30 & Oct. 3	Oct. 5
Oct. 10	Oct. 13	Oct. 14 & 17	Oct. 19
Oct. 24	Oct. 27	Oct. 28 & 31	Nov. 2
Nov. 7	Nov. 10	Nov. 14 & 15 (Friday holiday)	Nov. 16
Jan. 9	Jan. 12	Jan. 13 & 17 (Monday holiday)	Jan. 18
Jan. 23	Jan. 26	Jan. 27 & 30	Feb. 1
Feb. 6*	Feb. 9	Feb. 10 & 14 (Monday holiday)	Feb. 15
Feb. 27	Mar. 1	Mar. 2 & 5	Mar. 7
Mar. 12	Mar. 15	Mar. 16 & 19	Mar. 21
Mar. 26	Mar. 29	Mar. 30 & Apr. 2	Apr. 4
Add if needed for April			